

City of San José (CSJ)
Citizen Corps Council
 December 18, 2008
 1:00 -2:00 PM
 200 E. Santa Clara Street, Room 1734
 Minutes

MEETING CONVENED: 10:00 AM

PRESENT: MAYOR CHUCK REED, CITY MANAGER DEBRA FIGONE, KIMBERLY SHUNK OF CSJ OFFICE OF EMERGENCY SERVICES (OES), LAUREN SUHL OF CSJ MAYOR'S OFFICE, SAMAN SAFFARZADEH OF CSJ OES, MAYA ESPARZA OF RED CROSS, MATTHEW DAVIS OF CSJ AIRPORT, ROCKY MEDEIROS OF BAY AREA SUPER URBAN AREA SECURITY INITIAVTIVE (SUASI), TIM QUIGLEY OF VOLUNTEER CENTER OF SILICON VALLEY (VCSV), CONSULTANT TO VCSV KELLE REMMEL, CONSULTANT TO VCSV ANNA SWARDENSKI, STEVE WING CSJ AMERICANS WITH DISABILITIES ACT COORDINATOR, CHRIS MORRISEY OF THE SAN JOSÉ ARENA AUTHORITY, GEOFF PEPE OF THE HP PAVILLION, PETER JENSEN OF CSJ GENERAL SERVICES, JIM HELMER OF CSJ DEPARTMENT OF TRANSPORTAION, KIRSTIN HOFMANN OF SANTA CLARA COUNTY (SCC)OES, KEN FOOT OF SCC OES, DAVE CAVALLARO OF CSJ POLICE DEPARTMENT, DIANE URBAN OF CSJ POLICE DEPARTMENT, DAN WAX OF PARKS RECREATION AND NEIGHBORHOOD SERVICES, WALTER ROSSMANN OF CSJ FINANCE, JOHN STUFFLEBEAN OF CSJ ENVIRONMENTAL SERVICES, ALBERTO OLMOS OF CSJ FIRE DEPT., TOM BUSK OF RED CROSS, DARRYL VON RAESFELD OF CSJ FIRE DEPT., KIMBERLY HERNANDEZ OF CSJ OES

Agenda Item	Discussion	Action
1. Disaster Shelter Plan for vulnerable populations	A disaster shelter plan for vulnerable populations was undertaken to fill a gap identified in the congressionally mandated national plan review. The City of San Jose has retained the services of the Volunteer Center of Silicon Valley (VCSV) to work on the plan. VCSV consultant Kelle Rimmel distributed a handout (see ATTACHMENT A) and also reported that the project began in January 2008 and represents a broad collaboration of cross sectors. Ms. Rimmel stated that in seeking to produce practical strategies for sheltering vulnerable populations in the event of a disaster, best practices and trends of federal, state, regional counties and cities were identified and evaluated. Ms. Rimmel displayed a draft of the plan, explaining that the language adopted in the plan is function based because it reflects physical capabilities rather than condition. The plan includes an intake tool used by the Red Cross and Health & Human Services and a guide for interim and transitional housing. Partnering with the city's Americans with Disabilities Act (ADA) Coordinator, the California Department of Rehabilitation, community members and emergency managers, a facility accessibility survey was developed. A task force composed of city staff, emergency managers, disability commissioners, and social workers surveyed city community centers, with the goal of having one shelter in each city district that is ADA compliant. Out of the city's ten warming and cooling centers, eight have been surveyed, with all of the centers expected to be surveyed by January 2009. A unique distinction of the effort is that San Jose is the only known agency to conduct an accessibility survey pre disaster rather than post disaster. San Jose intends to share the plan's statements via posting to the OES website. While the plan is primarily focused on physical accessibility, the plan also contemplates operational aspects such as the provision for special supplies and equipment needed by vulnerable populations. The plan sets forth recommendations to address those concerns. Tim Quigley thanked the city for the opportunity to collaborate on meeting the sheltering needs for the vulnerable populations of San José. Also discussed was a refresher course for Council Members on emergency activation.	The City Manager and Director of Emergency Services will meet to discuss a refresher course on emergency activation for Council Members.
2. Regional Catastrophic Preparedness Grant Program (RCPGP)	Rocky Medeiros provided background on Bay Area SUASI, stating that in the past San José, along with other Bay Area core cities and counties received Homeland Security grant money individually, however grant funding is now pooled together, with the Bay Area SUASI overseeing many grants, including the RCPGP. Established in 2007, the RCPGP is an initiative by Senator Diane Feinstein and was originally intended as a two year grant, but has been extended for a third year. The release of the	Email reminders will be sent by Bay Area SUASI to San José and others for the RCPGP kickoff meeting taking place January 28, 2009.

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	<p>regional plan on which the grant will build was attended by the mayors of the three core cities last year at Treasure Island. The 2007 and 2008 RCPGP grant periods were combined, due to the delayed release of the grant guidance by FEMA. The grant concludes March 31, 2010. At the direction of FEMA, the grant includes San Benito County; at San Jose's request to the SUASI Approval Authority, Monterey County was also added. There are eight project areas awarded grant funding. Six project areas involving non-competitive awards are mass transportation & evacuation, mass care & sheltering, mass fatality response, mass care & sheltering for special needs populations, volunteer management plan and donations management plan while two competitive award project areas consist of debris removal and IT recovery. The deliverables of the project areas are 3 fold: annexes to the pre existing document, "Regional Emergency Coordination Plan", county templates from the regional annexes and customized templates for the core cities including San José. The meeting for potential vendors takes place December 22, 2008. The RCPGP grant kickoff meeting for stakeholders is scheduled for January 28, 2009 at 10 AM, 4985 Broder Blvd. Dublin, CA.</p>	
<p>3. HP Pavilion as a mega shelter</p>	<p>Maya Esparza introduced Tom Busk, the Red Cross Director of Disaster and Community Preparedness. Ms. Esparza made meeting participants aware that chapters of the Red Cross nationwide have been working with the National Arena Managers Association on creating a Memorandum of Understanding (MOU) and to that end here in San Jose, a preliminary discussion has been scheduled for January 26, 2009 to talk about the use of the HP Pavilion as a mega shelter. One concern stated was the management of a sudden influx of volunteers. Tim Quigley addressed the issue, stating that VCSV has an Emergency Volunteer Center process that will be able to handle the volunteer mobilization and referral, which will also be supported by the work on the RCPGP previously discussed in agenda item 2. Another concern raised was what support San Jose could rely on if a disaster should strike before an MOU was signed. Geoff Pepe assured the group that the HP Pavilion kitchen capability could support 48 hours of post disaster food prep for the arena at full capacity with stock at hand and sustained food prep capability if given a product. Kim Shunk related that the City of San Jose has enjoyed strong working relationships with the Arena Authority, HP Pavilion and the Red Cross which maintains the general charter as to how food, water, sanitation supplies and other resources are procured and distributed.</p>	<p>Formal preliminary discussions with stakeholders regarding HP mega shelter to occur January 26, 2009.</p>
<p>4. Homeland Security Issues</p> <p>a. Working Group for San José</p> <p>b. Countywide Integrated Emergency Management System (CIEMS)</p>	<p>Kim Shunk reported that the Homeland Security Issues Working Group is a new initiative of Assistant City Manager Chris Shippey that launched in September for the purpose of city departments to communicate and stay informed of Homeland Security Issues. The new working group comes at a critical time due to the exponential increase of Homeland Security grants. It was noted that for the first time many grant projects will include non-traditional first responders from departments such as Environmental Services and Housing. The group meets every other month.</p> <p>Kirstin Hofman related progress on the new county funded regional communication system CIEMS, officially known as Alert SCC. Alert SCC provides a notification system that will be made available for cities in the county to notify residents with emergency and non-emergency messages using up to three methods of contact: residential landlines accessed through the E911 database to be used for emergency priority notifications only, public phone numbers accessed through the E411 database to be used for emergency and community notifications, and mobile access to cell phone users who will be able to register their lines for emergency and community notifications. Figures suggest that the system enjoys an 80% success rate at reaching the targeted population. The system will eventually include the county baseline map so that geographical areas can be targeted for ease of message targeting. Ken Foot has been the technical lead on the system.</p>	

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c. Interoperable communications	<p>Language capacity is under development. Ms. Hofmann further related that the county is working with its cities to produce MOUs for system use, and also that in order to support the system, technical assistance will be provided in the form of a policy and procedure guide, an implementation guide and a training plan. SCC Alert is currently in Phase I, piloting the system with the inclusion of two cities, five county departments and one special district. Phase II will begin in January 2009 and will involve a countywide public awareness campaign, the launch of the SCC Alert County web portal and distribution of MOUs to cities.</p> <p>Captain Diane Urban gave brief accounts of the two main interoperable communications projects below:</p> <ul style="list-style-type: none"> • E Communications (ECOMM), a "ring" of microwave frequencies that encompasses every city in SCC is a \$10 million project started eight years ago. Fourteen monopoles that hold the microwave satellite dishes have been installed that will allow a super highway for not only voice, but also regular data traffic between user agencies. This microwave ring will link with Napa County, Sonoma County, and eventually up to Sacramento, vastly expanding interoperable communication. Memorandums of Agreement are in place with the cities to use the system. Currently there are a number of subcommittees for the ECOMM project, deciding various issues and prioritizing different types of communications that will populate the data super highway. ECOMM is expected to be completed soon, with a pre-test of non-priority traffic to ensure that the system is properly operational. • The Silicon Valley Regional Communications System is an effort to establish interoperable communications between the public safety departments of all SCC cities via radio units. A consultant for the project has completed a comprehensive mapping of SCC radio coverage and is currently conducting interviews with all public safety agencies in SCC to discern unit needs for radios. In an effort to procure funding, the project has been advocated for in Washington D.C. There is partial funding available for the first phase of implementation. The project is slated for completion by March of 2009. A point of clarification was brought to the group's attention that CSJ Fire and Police Departments have interoperable communications with each other on a single channel, but not throughout each city of the entire county. 	
5. San José Prepared! program	Saman Saffarzadeh briefly updated the group with the activities of the San José Prepared! program, referring to a handout distributed to the group (see ATTACHMENT B).	
6. Emergency management exercises, training and events	Kim Shunk provided a brief update on emergency management exercises, training and events (see ATTACHMENT B).	
Other business	Mayor Reed requested that any issues or challenges surrounding disaster preparedness be brought to his attention immediately.	
Next meeting	June selected as the month for the next meeting, date to be announced	

MEETING ADJOURNED: 11:00 AM

ATTACHMENT A

SAN JOSÉ CITIZENS CORPS COUNCIL

HIGHLIGHTS OF DISASTER SHELTER ANNEX FOR VULNERABLE POPULATIONS

DECEMBER 18, 2008

PROJECT OVERVIEW

- Project undertaken to fill gap identified by Congressionally-mandated review
- First of its kind in California
- Collaborative effort with County, emergency managers in the region, community-based organizations, and state level agencies
- Broad range of involvement with San Jose Departments – Parks, Recreation and Neighborhood Services, Housing, General Services, Office of Emergency Services and Public Works, City ADA Coordinator
- Technical assistance and expertise from State Department of Rehabilitation (DOR) and Office for Access and Functional Needs, Governor's Office of Emergency Services
- Built a model that incorporates the state and federal trend toward using a function-based approach
- Includes practical tips & strategies for city staff to deal with a variety of vulnerable populations
- Addresses both preparedness and response
- Includes guidance for interim and transitional housing

SITE ACCESSIBILITY SURVEY

- Developed process to survey sites for accessibility
- Hands-on training provided by State of California Department of Rehabilitation (DOR)
- Customized survey tool developed for this project
- Goal was to identify at least one accessible site in each Council District
- 24 people volunteered to take all day training and then were placed in teams of 3 to survey sites
- 12 sites have been surveyed and OES has data on accessibility for these potential shelter sites

ATTACHMENT B

Office of Emergency Services Presentation for San José Citizen Corps Council Meeting December 18, 2008

San José Prepared! Program - Saman Saffarzadeh, OES

- Volunteers of the Year
 - Chris Swartout
 - Craig Anderson
 - Howard Hoff
 - Alex Fraser
- 2-hour classes:
 - FY07-08 total: 938
 - FY08-09 YTD total: 732
 - Planning, Building and Code Enforcement
 - Deaf Counseling, Advocacy & Referral Agency
 - Spanish, Vietnamese, Chinese
- 20-hour class:
 - 45 total graduates since July 1, 2008
- Events: Chinese delegation; National Night Out; RDA; Leadership Forum
- Active development of volunteer pool.

Emergency Management Exercises, Training, Events - Kimberly Shunk, OES

- California Specialized Training Institute earthquake class – December 1-4
- Valley Medical disaster conference - November 15
- Pre-Disaster Mitigation grant for housing: Oakland, San José, San Francisco – November 14
- Satellite phone test (San José's participation in Silver Sentinel) – October 20
- Red Cross shelter management classes – October 6 & 7
- Metropolitan Medical Response System recall exercise – October 2
- California Department of Rehabilitation class – September 25
- ABAG recovery survey – September 23
- Mayor's meeting with NASA Ames – September 12, follow-on September 23
- Red Cross Readiness Conference – September 3
- Regional meeting with MMRS Executive Director – August 20
- Regional meeting with FEMA Region IX Director – August 6
- Governor's Office of Emergency Services: Regional review of Emergency Operations Plan – July 22
- Governor's Office of Volunteers: Heat wave press conference July 8